



Miranda Paster <[miranda.paster@lacity.org](mailto:miranda.paster@lacity.org)>

**memo to controller**

6 messages

**Miranda Paster** <miranda.paster@lacity.org>  
To: Samitha Wijayaratne <samitha.wijayaratne@lacity.org>

Wed, Feb 11, 2015 at 10:35 AM

Please note the attached memo. Is this sufficient?

Counting my blessings - Sing and be Happy Today!

[http://clerk.lacity.org/stellent/groups/departments/@clerk\\_master\\_contributor/documents/contributor\\_web\\_content/lacityp\\_026712.png](http://clerk.lacity.org/stellent/groups/departments/@clerk_master_contributor/documents/contributor_web_content/lacityp_026712.png)



Controller memo Arts District Refund feb 2015.doc  
26K

**Samitha Wijayaratne** <samitha.wijayaratne@lacity.org>  
To: Miranda Paster <miranda.paster@lacity.org>

Wed, Feb 11, 2015 at 2:24 PM

Hi Miranda

Below are my thoughts on the memo :

**Missing Certification** - Last paragraph of the sample memo includes a certification of the refund amount and the number of checks. It is not mentioned in the memo. I asked from Achilles Gonzalez if it's needed at this point. I did not receive a response yet.

**Batch processing** –According to the second paragraph the job will be divided in to two batches. Does the second batch refer to refund checks that might get returned due to incorrect address/person? Would the affidavit verify this information before we issue the refund?

**Time frame** - I was also not clear about the listed time frame. Is the first batch to be processed 30 days from the date of the submission of certified refund list to the controllers?

Regards  
Samitha

[Quoted text hidden]

Regards  
Samitha Wijayaratne  
Sr.Accountant  
Office of City Clerk/ASD  
City of Los Angeles  
Phone: 213-978-1117





**Miranda Paster** <miranda.paster@lacity.org>  
To: Samitha Wijayarathne <samitha.wijayarathne@lacity.org>

Wed, Feb 11, 2015 at 2:37 PM

It says in the first paragraph the total number of refunds - 945 checks. The memo also indicates that it will be done in batches after the return of the affidavit.

The 2nd paragraph refers to the processing of affidavits. We need the 945 affidavits returned (verification of ownership) before we can issue the checks/refunds. We anticipate the majority of the affidavits returned correctly within 30 days w/ stragglers which include incorrect completion of the affidavit and return mail verification approximately 60 days afterward the memo. *BTW, for your information, I expect that we will have a stragglers left after the 60 days of the memo that will need to be processed on an individual basis by the Accounting Clerks.*

Timeframe: Within the next 30 days from date of memo and 60 days afterward for next batch.

BTW, I

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**Miranda Paster** <miranda.paster@lacity.org>  
To: Samitha Wijayaratne <samitha.wijayaratne@lacity.org>

Wed, Feb 11, 2015 at 2:39 PM

The chart that will be attached will list all of the refunds w/ current property ownership. However, we need to wait for the affidavit return which will reflect a portion of the overall list.

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**Arts District Refund List - All Accounts.xlsx**  
436K

**Miranda Paster** <miranda.paster@lacity.org>  
To: Samitha Wijayaratne <samitha.wijayaratne@lacity.org>

Wed, Feb 11, 2015 at 2:43 PM

I forgot to mention that we gave the property owners a return date of 2/20/15 to you. I don't need to add this to the memo.

[Quoted text hidden]

**Samitha Wijayaratne** <samitha.wijayaratne@lacity.org>  
To: Miranda Paster <miranda.paster@lacity.org>

Wed, Feb 11, 2015 at 2:47 PM

Thanks Miranda for the clarifications. Memo is fine for submission.

Regards  
Samitha

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